

CASH REGISTER OPERATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2823	Cash Register Operator	04	352	6 mo.	07/01/97
3459	Cash Register Supervisor	04	352	6 mo.	03/30/90

Promotional Line: 351

Series Narrative

Employees in this series calculate the cost of customer purchases, receive cash payment, and make change using a cash register. At the upper level, employees supervise a group of cash register operators.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Cash Register Operator

2823

Employees at this level calculate the total cost of customer purchases, receive cash payment, and make change through the use of a cash register. They work under general supervision from a designated supervisor.

A Cash Register Operator typically--

1. operates a cash register in a cafeteria, snack bar, bookstore, or other customer sales operation involving a variety of purchased items
2. checks cash on hand at beginning of work day; notifies supervisor of shortage or overage of starting cash count; notifies supervisor when insufficient change is present
3. adds total purchases of each customer on cash register, advises customer, receives payment, and makes change as necessary
4. counts out receipts at end of working day, including over-charge slips for initial balance; prepares initial balance prior to turning receipts over to supervisor
5. performs other related duties as assigned

Level II: Cash Register Supervisor

3459

Employees at this level are responsible for the selection, training, scheduling, and work performance of a group of cash register operators. They work under administrative supervision from a designated supervisor.

A Cash Register Supervisor typically--

1. draws starting cash balance for operators in the work unit; makes periodic checks during the work day to determine if sufficient change is available at each register; verifies over charges or erroneous ring-ups

2. collects day's receipts from operators at the end of the their work day; verifies unit's cash balance against total receipts; deposits cash in accordance with unit regulations
3. selects, trains, and schedules the work of employees in the unit; observes and evaluates work performance
4. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Cash Register Operator **2823**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mathematical aptitude
2. ability to make correct change
3. ability to remain standing for prolonged periods of time
4. ability to work in crowded or noisy work areas

Level II: Cash Register Supervisor **3459**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience as a cash register operator

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to supervise a small work group
2. ability to work effectively in crowded or noisy work areas

Cash Register Operator
Cash Register Supervisor

(REINSTATED)
(EDITED)